



Texas Department of Insurance

Agent and Adjuster Licensing, Mail Code 107-1A

333 Guadalupe • P. O. Box 149104, Austin, Texas 78714-9104

512-322-3503 (Voice) • 512-490-1029 (Facsimile) • www.tdi.texas.gov • LICENSE@tdi.texas.gov

Licensee Name/Address Change Request

THIS FORM IS TO BE USED TO CHANGE THE MAILING, RESIDENT AND/OR BUSINESS ADDRESS, AND AN INDIVIDUAL'S NAME.

Agencies must make name change on Form LHL203 LDTL

Licensees are required to notify TDI within 30 days of an address change (TIC § 4001.252)

PLEASE FILL IN ON COMPUTER AND PRINT, OR PRINT CLEARLY BY HAND

TDI License Number

LOCATED ON BOTH LICENSE AND RENEWAL APPLICATION

Name of Agent/Agency

NAME SHOWN ON LICENSE

Name Change

FOR INDIVIDUALS ONLY—New Name (Additional documentation of the name change is required).

An agency requesting a name change must submit a completed LDTL form LHL203.

OFFICIAL MAILING ADDRESS: This is the official address for all notifications from the department including renewal notice, delivery of original and renewed license, service of process and all correspondence from the department.

STREET, PHYSICAL LOCATION, ROUTE OR P.O. BOX NUMBER

CITY

STATE

ZIP CODE

OFFICIAL RESIDENT ADDRESS: This is the address where you live and the address on your driver license. The address is used to determine the state of residence for licensing purposes.

STREET, PHYSICAL LOCATION

CITY

STATE OF DRIVER LICENSE ISSUE

ZIP CODE

BUSINESS ADDRESS: This address is the physical location of an agent's or agency's office. It is for reference purposes only, and will not be used for official correspondence from this department.

STREET, PHYSICAL LOCATION OR ROUTE P.O. BOX NOT ALLOWED

CITY

STATE

ZIP CODE

Daytime Phone Number:

Email Address:

Signature

MUST BE SIGNED BY AGENT—IF FOR AN AGENCY, AN OFFICER OR PARTNER MUST SIGN

DATE

Print Name

COMPLETED FORM MAY BE MAILED, E-MAILED OR FAXED TO:

Texas Department of Insurance

P.O. Box 149104, MC 107-1A

Austin, Texas 78714-9104:

LICENSE@tdi.texas.gov

FAX: (512) 490-1029